



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5720.20B
(PAO)

3 NOV 1992

NTC GREAT LAKES INSTRUCTION 5720.20B

Subj: ESTABLISHMENT OF NAVAL TRAINING CENTER DUTY PUBLIC AFFAIRS
WATCH

1. Purpose. To establish the Naval Training Center Duty Public Affairs Watch.

2. Cancellation. NTCGLAKESINST 5720.20A This instruction has been substantially revised and should be reviewed in its entirety.

3. Background

a. The NTC Great Lakes Duty Office receives numerous requests for information/services from public, media and military sources after working hours, on weekends and holidays. These requests include:

(1) Initial and follow-on releases concerning adverse incidents and accidents occurring within the Commander, Naval Training Center Great Lakes area of responsibility.

(2) Background information on general Navy topics and, more specifically, on NTC Great Lakes.

(3) On-scene public affairs assistance for disasters, accidents, or civil unrest.

(4) Military funeral assistance and support.

(5) Coordination with military commands within the NTC Great Lakes area of responsibility in responding to emergent media requests originating at the national or Navy headquarters level.

4. Watch Assignments

a. The Public Affairs Watch will be staffed by personnel (E-7 and above) assigned to the Naval Training Center Public Affairs Office.

b. The watch will be manned 24-hours a day, seven days a week and maintained on a rotational schedule established by the NTC Great Lakes Public Affairs Officer.



3 NOV 1992

c. All questions concerning the Public Affairs Watchbill should be referred to the Public Affairs Officer at Ext. 2201.

5. Action

a. The NTC Command Duty Officer will contact the Duty Public Affairs Officer on all matters relating to requests for public affairs services and information, including:

(1) All inquiries from news services. Queries will be referred to the Duty Public Affairs Officer for response. In cases where circumstances do not allow for a coordinated response, a report of released information will be provided as soon as practicable.

(2) Injuries or deaths of Great Lakes students or staff.

(3) Situations arising from the performance of NTC Great Lakes special units at community events.

(4) Damage or potential damage to Naval Training Center property which may be of public interest.

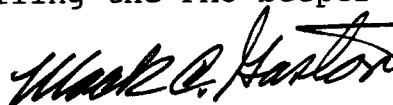
(5) Requests for military funeral support after normal working hours and on weekends.

(6) Any situation or incident from which media interest may be generated.

b. Tenant and subordinate commands shall ensure that the NTC CDO is informed immediately of any incident under their cognizance which is likely to generate public or media interest. The Duty PAO shall coordinate any response or other action with the appropriate CDO.

c. The NTC PAO will provide a monthly watch assignment schedule to the Command Duty Officer for inclusion in the CDO recall binder.

d. After working hours and on weekends, the Duty Public Affairs Watch can be contacted by calling him/her via the NTC Recall List. When unavailable at the listed recall number, the Duty PAO can be reached by calling the PAO beeper (205-8770).



MACK C. GASTON

Distribution:

NTCGLAKESINST 5216.5K

List I, II (Case A), and III



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5720.20B CH-1
(PAO)


FEB 21 1995

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5720.20B CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: ESTABLISHMENT OF NAVAL TRAINING CENTER DUTY PUBLIC AFFAIRS
WATCH

1. Purpose. To issue change 1 to the basic instruction.
2. Action. Make the following pen and ink changes to the basic instruction.
 - a. Page 1, heading, insert "(COMPLEX²)" after LAKES.
 - b. Page 1, paragraph 4.a., line 2, change "(E-7 and above)" to read "(E-5 and above)".
 - c. Page 2, Distribution, change to read "NTCGLAKESINST 5216.5M" "List I, II (Case A), III-A, B, C


J. B. SANDKNOP
Chief of Staff

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case A), III-A, B, C

NTCGLAKESINST 5720.20B CH-1
(PAO)

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J. B. SANDKNOP
Chief of Staff

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case A), III-A, B, C

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